



Lewis and Clark County Community Development and Planning

316 N. Park Ave. Room 230
Helena, MT 59623
Phone: 406-447-8374
Fax: 406-447-8398
E-mail: planning@co.lewis-clark.mt.us



Pre-Application Conferences

A pre-application conference is a meeting scheduled by Lewis and Clark County, at no cost, to assist you in initiating the process of subdivision. The purpose of the pre-application conference is to inform you of the steps required to initiate and complete the subdivision process in compliance with the Subdivision and Platting Act and the Sanitation in Subdivisions Act. You will be requested to sit down with staff members of the Community Development and Planning Department and Environmental Health Department and explain your plans on the proposed subdivision of your property. In turn, staff members will inform you of the materials necessary to start the process, the approximate time frames to receive preliminary approval and final approval upon application of each, the approximate application fees associated with the development, and the constraints or concerns that you may encounter with your proposal. **Most importantly, we are here to answer any questions you may have about the process.**

Pre-application conferences are held each Tuesday and Wednesday afternoon at scheduled times. Appointments are made with the Permit Coordinator in advance of a scheduled meeting. It will be necessary for you to provide the following information and materials to the Permit Coordinator at the time you schedule your pre-application conference. **All information and materials required for the pre-application conference must be presented to the Permit Coordinator at the time you schedule your pre-application conference.** Any questions or concerns about scheduling a pre-application conference should be referred to the Permit Coordinator by stopping in at Room 230 of the City/County Building, or calling (406) 447-8392.

PRE-APPLICATION CONFERENCE MATERIALS

In order for us to provide the most assistance possible the **following materials are required** to schedule a pre-application conference with the Permit Coordinator:

1. A completed Comprehensive Permit Form;
2. A copy of the Certificate of Survey, Subdivision Final Plat, or Mineral Survey showing your existing parcel. Certificates of Survey, Subdivision Final Plats, or Mineral Surveys are available from the Clerk and Recorder's office, located on the first floor of the City/County building;
3. A copy of your current deed, available from the Clerk and Recorder's office;
4. A copy of the covenants, if there are any, available from the Clerk and Recorder's office;
5. A sketch or aerial photograph of the parcel showing the existing structures, roads, wells, easements, septic drain fields, and any other notable features on the property; and
6. A sketch showing the proposed divisions of the land with the proposed number and configuration of the parcels.

It is very important that you have a well thought out proposal and plan for your property. The more information you can provide prior to the conference, the more assistance we can provide for you. The information you receive from your pre-application conference may give you ideas on adjusting or enhancing your proposal. The Community Development and Planning and Environmental Health Department staff are happy to schedule additional appointments, if necessary, to help you finalize your proposal prior to submitting your application for subdivision.